

DIVISION OF ACCOUNTING

540 SOUTH DUPONT HIGHWAY THOMAS COLLINS BUILDING (D570C), SECOND FLOOR, SUITE 3 DOVER, DELAWARE 19901

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MEMORANDUM

#07-07

TO: All Department and School Fiscal Officers

FROM: Trisha L. Neely, Director

DATE: October 23, 2006

SUBJECT: ACCOUNTING ASSIGNMENTS UPDATE

In September, Donna Moore joined the division as a State Accountant in the position vacated by Bonnie Thompson. As a result, we have revised the organization assignments for each State Accountant (attached). Please direct all accounting related questions to the State Accountant assigned to your organization.

The payroll kicker transactions that were assigned to Linda Davis, who has retired, should now be directed to Christine Warren. She can be reached at 744-1054 or at Christine.Warren@state.de.us.

As a reminder, in order to enable us to process your documents as expediently as possible, please ensure all documents are error free before they are forwarded to us. Batches or individual documents containing errors may cause delays in processing.